



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report October 26, 2020 Select Board Meeting

RSA 91-A Emergency Provisions

- As Chair of the Barrington Select Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the [Governor's Emergency Order #12](#) pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.
- Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:
 - Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:
 - We are utilizing Microsoft Teams for this electronic meeting. All members of the Select Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting.
 - **Phone Participation**
 - Dial [+1 603-664-0240](tel:+16036640240) and enter Conference ID: 676 749 973#
 - **Video Participation**
 - Click link: bit.ly/BarrSB
 - Providing public notice of the necessary information for accessing the meeting:
 - We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Microsoft Teams (Phone or Video). Instructions have also been provided on the website of the Town of Barrington at: www.barrington.nh.gov
 - Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:
 - If anybody has a problem, please call (603) 664-0146 or email at: administration@barrington.nh.gov
 - Adjourning the meeting if the public is unable to access the meeting:
 - In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.
- Please note that all votes that are taken during this meeting shall be done by roll call vote.
- Let us start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Remote Meeting Participation

- Teams Video Conference: bit.ly/BarrSB
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
 - Conference ID: 676 749 973#



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1. Agenda

- a. See attached, [Agenda 2020-10-26](#)

2. Appointments

- a. Daniel Cassidy – Conservation Commission Full Member – **Vote**
 - i. See attached, Daniel Cassidy – [Application for Appointment – Conservation Commission](#)
 - ii. Term to expire March 2023
- b. Jennifer Stuart – Conservation Commission Alternate Member – **Vote**
 - i. Term to expire March 2022
- c. Jack Gale – Conservation Commission Alternate Member – **Vote**
 - i. Term to expire March 2022
- d. Budget Presentation – Building – Discussion
 - i. Presented by John Huckins, Building Inspector/Code Enforcement Officer
 - ii. Electronic Budget Binder: www.barrington.nh.gov/2021budget
 1. [Building – Section 16](#)
 - iii. See attached, [Advisory Budget Committee Minutes 201020](#)
 - iv. Advisory Budget Committee Review and Comment
 1. The Advisory Budget Committee is asked to review and comment on the budget as presented.
 - v. Select Board Review and Comment
 1. The Select Board is asked to review and comment on the budget as presented.
- e. Budget Presentation – Planning/Land Use – Discussion
 - i. Presented by Marcia Gasses, Town Planner
 - ii. Electronic Budget Binder: www.barrington.nh.gov/2021budget
 1. [Planning/Land Use – Section 17](#)
 - iii. See attached, [Advisory Budget Committee Minutes 201020](#)
 1. 01-4190-01-4349: Consultants \$3,000 For work with SRPC. A Board member has volunteered to work with me on revisions to the regulations. I have contacted SRPC and requested their assistance on a limited basis to assist with the revisions. The goal is to do as much in-house as possible. In 2019 the line was \$8,000. In 2022 the Board will likely work on a Master Plan Chapter and require additional funding.
 2. 01-4190-01-4754: Conferences & Training \$1,800 NHPA Annual Meeting, NHMA Law Lecture Series, the cost of participation in the past has been \$100 per registrant. Attendance for this training was



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- \$980 one year. The remote conferences have been less initially, but those costs are anticipated to increase with demand. Current Series is \$70 per registrant. Regional Planning Commission Annual Meeting. NHDES Drinking Water Source Protection Conference \$40. NN Planners Association Conference \$160. Other training as it becomes available. I believe it is important to have training available for board members as well as staff.
3. 01-4190-01-4754: Equipment \$1,000 The current HP printer is decades old and currently offline. The line is used for purchases of recorders, laptops, and other equipment.
 - iv. Advisory Budget Committee Review and Comment
 1. The Advisory Budget Committee is asked to review and comment on the budget as presented.
 - v. Select Board Review and Comment
 1. The Select Board is asked to review and comment on the budget as presented.
 - f. Additional and Updated Budget Binder Documents
 - i. See attached, [2021 Budget Binder Detailed Table of Contents 201022](#)
 1. Updated Table of Contents which includes added documents.
 - ii. See attached, [2020 Tax Rate](#)
 - iii. See attached, [Projected Unassigned Fund Balance 201022](#)
 - iv. See attached, [Unassigned Fund Balance History 201022](#)
 - v. See attached, [Targeted Fund Balance History 201022](#)
 - vi. See attached, [Unassigned Fund Balance Workbook Details 201022](#)
 - vii. See attached, [September Treasurer Report](#)
3. Review of Minutes – **Vote**
- a. See attached, [Minutes 2020-10-05](#)
 - i. At the 10/19/2020 meeting there was a question about the establishment of the Mechanic position, see the information below:
 1. Minutes: *Motion to approve creation of the Highway Mechanic, Fabricator, Truck Driver, and Laborer Position as a Grade 9 position, starting at \$23.17 per hour, with the contingency that planned maintenance and software that will document and plan the maintenance be established prior to an individual being placed in the position by Selectperson Ayer, seconded by Selectperson Bailey. Roll call vote: Ayer –Aye, Bailey –Aye, Knapp–Aye, Saccoccia – Aye, Hardekopf -Aye. The motion passed.*
 2. Video link: <https://youtu.be/UNqYPIJCBbo?t=9966>
 - b. See attached, [Minutes 2020-10-19](#)



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4. Old Business

a. Ready Rides Funding Request Reduction – **Vote**

i. The Select Board has budgeted \$1,500 annually as a contribution to ReadyRides. This funding level remains the same for the 2021 budget request. Out of respect for the tough economic times, ReadyRides has reduced their funding request to \$750.

1. See attached, [ReadyRides Funding Request 200925](#)

ii. The Select Board is asked to consider reducing the budget for account number 01-4444-01-4833 from \$1,500 to \$750.

b. Tax Record Preservation Grant Acceptance – **Vote**

i. I am excited to share that the Tax Collector was successful with her application for a grant to preserve two additional tax ledgers. The grant value is \$6,740. In 2019 the Town was awarded \$3,705 through the same program.

ii. The Board is asked to consider accepting this grant.

c. Highway Garage Office Improvements – Discussion

i. The Road Agent has reviewed the cost and feasibility of a semi-permanent trailer installation and feels the value is not worth the cost. We are currently evaluating the cost/benefit of an internal renovation at the existing Highway Garage. We will report back at an upcoming meeting with a scope and cost estimates.

5. New Business

a. 2020 Tax Rate – Discussion

i. The 2020 tax rate has been finalized at \$22.77 which represents a ten-cent increase over the 2019 tax rate of \$22.67.

1. See attached, [2020 Tax Rate](#)

ii. Included in each tax bill will be the following insert.

1. See attached, [Tax Bill Insert 201021](#)

iii. 2020 marks the tenth year in a row with a level municipal tax rate. Ten years ago, the municipal tax rate represented 21% of the total tax rate; in 2020 the municipal tax rate represents 16% of the total tax rate. Current and previous Select Boards, Town leadership, Department Heads and staff deserve a tremendous amount of credit for their efforts over the years. Our resident-oriented municipal services and low tax rate contribute to the overall desirability of our community.

b. November 3, 2020 Election – Select Board Schedule – Discussion

i. At the September 8, 2020 election, an inspector from the Office of the Attorney General visited the Barrington polls. His report provided a glowing review of the work performed by the Town Clerk and election staff.



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There was only one item cited as an area of concern to be corrected for the November 3rd election. Pursuant to Part II, Article 32 of the State Constitution, all Select Board members (or their designees appointed per RSA 658:21-a) must be present at the polling place on Election Day.

1. See attached, [Election Inspection Report 201014](#)
- ii. The Select Board is asked to determine a schedule of availability for November 3rd. I will work with the Town Clerk and Moderator to ensure a pro tem appointment is in place for anytime a Select Board member is not able to be present at the polling place.
- c. **2020 Exemption and Credit Analysis – Discussion**
 - i. Annually, during the budget process, the Select Board reviews exemptions and credits offered to residents in Barrington. To support that discussion, staff have provided a comprehensive analysis of exemption and credit offering and utilization.
 - ii. See attached, [2020 Exemption and Credit Analysis](#)
 - iii. I have scheduled for the Select Board to discuss exemptions and credits at the November 9, 2020 meeting. This information is being provided in advance in order to accommodate any additional requests for information which the Board may make. Please consider requesting additional information by November 2, 2020.
6. **October Work Anniversaries**
 - a. Samuel Surawski • Police Officer • 1 Year
7. **2020 Select Board Goals**
 - a. See attached, [2020 Select Board Goals](#)
 - b. See attached, [2020 Select Board Goal and Budget Mid-Year Analysis – 200727](#)
8. **Upcoming Meetings/Events**
 - a. November 2, 2020 – Select Board Meeting – Library Budget Presentation
 - b. November 9, 2020 – Select Board Meeting – Police Budget Presentation
 - c. November 16, 2020 – Select Board Meeting – Fire/EMS/Ambulance/Cemeteries Budget Presentation